

Download Microsoft Word Mail Merge Guide

How to Mail Merge in Microsoft Word - Importing Contacts to Word Open Microsoft Word. Click Blank document. Click the Mailings tab. Click Select Recipients. Click Use an Existing List.... Select your Microsoft Excel contact sheet. Click Open. Confirm the decision. Mail merge using an Excel spreadsheet - Step 2: Start the mail merge In Word, choose File > New > Blank document. On the Mailings tab, in the Start Mail merge group, choose Start Mail Merge, and then choose the kind of merge you want to run. Choose Select Recipients > Use an Existing List. Browse ... Word – how to mail merge many records to individual documents. 20 July 2018; Office 2013, Office 2016; I use Microsoft Word's mail merge feature often. It works great for connecting into a database and spitting out all sorts of documents – but it's kind of clunky when it comes to multiple records. Microsoft Word 2016 Mail Merge Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) [Beezix Inc] on Amazon.com. *FREE* shipping on qualifying offers.